

## I SENDING ART & ORDERS TO PERFECTLINE

### 1. EMAIL ART TO ART@PERFECTLLC.COM

Include Company name and P.O.# in the subject line

### 2. EMAIL ORDERS TO ORDER@PERFECTLLC.COM

If emailing an order, please email a jpeg or pdf file as the hard copy. If faxing order, FAXED COPY OF PO AND COPY OF ARTWORK MUST BE SENT to verify that both order and art were received correctly (a jpeg or pdf will be accept in lieu of a faxed copy of art). If hard copy is not provided, factory can not be held responsible for errors.

For **FULL COLOR, PERFECT COLOR AND iMAGCOLOR IMPRINTS** a color printout must accompany order or factory can not be responsible for any color variation. Please send multiple files separately or compressed (by Stuffit or another compression program). If your file exceeds a total of 5 MB please contact factory.

**FAXED and/or EMAIL ORDERS** are considered originals. if there is a variation in transmission between hard copy art and email art, factory will make best efforts to identify but cannot be held responsible for submitted artwork variation.

**3. IMPRINT LAYOUT & SIZE:** If not specified, Perfect will use its expertise to layout customers logo and copy in the most attractive manner. Art is sized to maximum imprint area unless indicated otherwise on PO.

**PRINTED MERCHANDISE CANNOT BE RETURNED IF LAYOUT WAS NOT SPECIFIED AND DISCOUNTS CANNOT BE GIVEN.**

### 4. DIGITAL (4) COLOR MOUSE PADS & PRINTED CARDS / iMAG COLOR AND PERFECT COLOR

CMYK files at no less than 300 dpi at 100% actual size or larger, photo or full color print. If sent art is printed material, allow for some reduction in definition. If full bleed add 1/8" extra space around imprint to bleed off the edge.

Color print out of art must accompany each order or factory cannot be responsible for any color variation.

### 5. SPOT COLOR (SILK SCREEN)

Requires black and white, camera ready art. ALL HALFTONE SCREENS must be between 15% to 65%. At this resolution, dots are visible and may appear coarse and grainy. The will be printed at 60 lpi.

Halftone screens not available on spot color mouse pads, stress balls, retractable badge holders and pens. For illustration/description of halftone screens, see page 207.

For multi-color imprints allow up to 3/32" acceptable movement.

### 6. ARTWORK PROGRAM FILE PREPARATION

Digital files must be compatible with the following programs and formats. Please follow specific instruction for each program. Screens must be between 15% and 65%. Turn all text to outlines.

- ILLUSTRATOR** Vector art (created or drawn) without any placed images preferred saved as an EPS file
- QUARK EXPRESS** Send ALL support files for images (scans, logos, etc)
- COREL DRAW** Vector art, without placed images preferred

## II ORDERS

### 1. SET UP CHARGE PER COLOR, PER SIDE/LOCATION \$50.00 (G).

### 2. REPEAT SET UP CHARGE PER COLOR, PER SIDE/LOCATION \$25.00 (G).

Repeat order must remain EXACTLY THE SAME as previous.

**REPEAT ORDERS:** Must include invoice #, Work Order # or PO# Item#, item color, and imprint color(s). Exact product and imprint colors as previous order cannot be guaranteed. Orders more than 2 years old will require a new screen charge and must be accompanied by new art.

**3. LESS THAN MINIMUM ORDERS CHARGE** \$50.00 (G) per item. Absolute minimum is normally 1/2 of the first column quantity. Please use the first column price plus the \$50.00 (G) less than minimum charge. The minimum total order value Perfect Line will process is \$75.00 (G) per order.

### 4. UNIMPRINTED ORDERS

Use next column pricing on all items OFFERED with imprint (catalog minimum apply).

### 5. MINIMUM MONETARY REQUIREMENT -- \$75.00 (G)

### 6. OVERRUNS / UNDERRUNS

The difficulty of manufacturing/printing exact quantities produces a mandatory 3-5% overrun or underrun. If no overruns will be accept, order must clearly state "No Overruns". If no underruns will be accepted, order must clearly state "No Underruns". These orders are subjected to a 3-5% over/underruns.

### 7. EXACT QUANTITY CHARGE -- \$35.00 (G)

Available for one color, one location imprint at catalog quantities only. Exact quantity not available for multiple colors, locations, special quotes or above catalog quantities.

**8. CANCELLATION OR CHANGE** to order: \$40.00 (G) plus all costs incurred by factory up to notification of cancellation or change. Cancellation or change is not confirmed until verified by factory. Many times, production may already be manufactured, processed or imprinted and factory reserves the right to bill all charges.

**9. PRICES:** Please consult [www.perfectline.com](http://www.perfectline.com) for current pricing prior to placing an order. Natural catastrophes and worldwide economic conditions may result in unforeseen price increases over and above the published prices in the 2015 Perfect Line catalog. We regret these circumstances are beyond Perfect Line's control.

**10. TERMS:** Credit cards accepted (Visa, MasterCard, AMEX, and Discover). Net 30 days from date of invoice upon credit approval. Perfect Line reserves the right to assess a 2.5% service charge per month on past due unpaid balances.

**11. COLLECTIONS:** Accounts requiring collection will be liable for all associated costs including legal fees, if any. Returned checks will incur a \$30.00 (Z) charge.

**12. PRODUCT SPECIFICATIONS,** imprint areas and/or packaging information may vary and confirmation is required at time of order.

### III RUSH ORDERS

#### 1. RUSH ORDERS:

For orders requiring less than standard production time, a rush charge may apply depending on production capacity. Contact the factory for confirmation.

#### 2. STANDARD PRODUCTION TIMES:

5-7 business days production time on most items with a one color imprint or laser image at catalog quantities. 7-10 days for IMAG COLOR and hot-stamp/debossing 10-15 days for PERFECT COLOR. All production times begin after proof approval. Additional time may be needed on orders with specific needs. Please contact the factory for a production schedule.

Factory Authorization required for ALL Rush Orders.

#### 3. 24 HOUR RUSH

In order to qualify, you must follow these instructions:

Order and art must be received by 1:00 pm PST.

The order and artwork must be clearly marked in bold "24 Hour Rush Order" and emailed to: [rush@perfectllc.com](mailto:rush@perfectllc.com) or faxed to: 805-512-8514.

Orders must be complete and include all shipping information. Credit must be approved or credit card info should be provided.

Artwork must be camera ready/vector format. Emailed artwork must have PO number, distributor name and "24 Hour Rush Order" in the subject line. Contact information and phone number should be listed in the body of the email.

Buyer must have all credit and art approvals confirmed by the factory in order to qualify for this service. If there are any eproofs, preproduction proofs or credit delays, 24 hour rush service begins upon approval.

Order must be received by 1:00 pm PST in order to ship the second following business day. (orders received by Monday Noon PST will ship Tuesday).

24 rush service may only be used on 1000 piece orders with a one color imprint in one location. Multiple orders cannot be sent totalling more than 1000 pcs.

Inventory must be verified prior to placing orders. Multiple drop shipments or special packaging will add time to your order. Please contact factory for details.

\*Does not apply to USA made vinyl products, or mousepads.

### IV SHIPPING

1. **FOB Point Camarillo CA 93012.** All freight prices are fob factory.

#### 2. HANDLING CHARGE:

Freight is billed at cost plus \$2.75 (Z) per master carton for all orders. This includes oversized cartons (see items below #11), plus orders held for will call or billed to customers account.

#### 3. PALLETIZING

All trucks shipments must be palletized and wrapped. Palletizing charge is \$11.00 (Z) per pallet in addition to normal handling. Also applies to 3rd party billing.

#### 4. DROP SHIPMENTS

Add \$8.50 (G) per each address after the initial address. For 10 or more addresses, please send address list in Excel format.

#### 5. U.S. POSTAL MAILING/SHIPPING

Perfect Line strongly discourage shipping via U.S. Postal Service. If distributor insists on mail server, express or insured with confirmation, add \$35.00 (Z) delivery charge to Post Office.

However, please note: Title passes to U.S. Postal Service and all claims must be handled directly by the distributor as Perfect Line will not accept responsibility and distributor must sign a postal waiver.

#### 6. EARLY SHIPPING

Factory reserves the right to print and/or ship order earlier than customers requested ship date (unless customer expressly states, "DO NOT SHIP EARLY"). Factory cannot be held responsible if customer wants to make changes to an order that has already been printed and/or shipped early.

#### 7. FREIGHT QUOTES

Perfect Line makes every effort to quote shipping costs as close as possible. However, factory cannot be held responsible for variations from quote - credit or refund will not be issued as all quotes are approximate.

8. **INCORRECT ADDRESSES AND ZIP CODES** are subject to \$12.00 (Z) carton charge back which will be invoiced upon occurrence.

#### 9. TITLE/OWNERSHIP OF SHIPMENT

Title passes when merchandise is transferred to common carrier (UPS, FED EX, DHL, USPS, or any other method of transport).

10. **LATE DELIVERY** caused by natural catastrophe, war, acts of terrorism or carrier delay is not responsibility of Perfect Line.

#### 11. OVERSIZED CARTONS/DIMENSIONAL WEIGHT

For 2015 UPS and Fed Ex will be using dimensional weight on all packages regardless of size. Drinkware, Bags, Stadium Cushions and Stress Relievers dimensional weight is usually greater than actual weight.

FREIGHT FOR OVERSIZED CARTONS is billed BY CARTON SIZE (dimensional weight), not by actual weight of the packed carton. Where available, dimensional weights are listed for shipping by either ground or air service.

### V RETURNS

1. All shipments should be thoroughly inspected upon delivery. Factory must be notified within 30 days of any defects, omissions, or errors in manufacturing or printing.

Only authorized returns will be accepted. All shipments leave the factory in good condition. Claims for lost or damaged goods, or concealed damage should be filed directly with the delivering carrier. Leave shipment intact and file claim with carrier immediately. If merchandise ships on customer account, customer must contact carrier directly if shipment is lost or damaged.

2. All returns must be authorized and accompanied by a RMA#. Blank goods can be returned within 72 hours of delivery date. Blank USA made vinyl items cannot be returned. Returns will incur a 15% restocking fee plus all freight charges. Minimum restock fee is \$40 (Z). Returns received without a prior return authorization will be denied.

### VI INVENTORY

1. Perfect Line cannot guarantee inventory availability. Contact factory to verify availability.

**VII PERFECT LINE STANDARD IMPRINT COLORS:**

**STANDARD PANTONE COLORS  
For SILK SCREEN and PAD PRINTING**

185 Red	123 Gold	4665 Tan
186 Red	Pantone Yellow	281 Navy
485 Red	348 Kelly Green	Pantone Purple
Warm Red	350 Forest Green	Pantone Violet
Rubine Red	321 Teal	469 Brown
Rhodamine Red	292 Light Blue	478 Brown
202 Burgundy	Process Blue	423 Gray
189 Pink	Reflex Blue	Black
211 Pink	300 Blue	White
Pantone Orange	285 Medium Blue	877 Metallic Silver
376 Lime Green	286 Royal Blue	873 Metallic Gold

**VIII PERFECT FULL COLOR PRINTING**

**\$1.05 (G) per unit (min 250 pcs)  
Set Up: \$65.00 (G)**

Vivid colors come to life with crisp details and photo quality imprints. The Perfect Color Process eliminates additional color run charges and allows for close registration on multi-color artwork. With the Perfect Color Process only one set up charge instead of one set up per color. Due to the detailed nature of this process 7-10 additional days of production are required. Pre production proof cost is \$125.00 (G). Rush service is not available. Please note the maximum imprint area is 8" x 8".

**IMAG COLOR CONTACT FACTORY FOR PRICING**

IMAG COLOR pricing is listed under our most popular items. Most pens, vinyl items, and plastic articles can be printed with IMAG COLOR. Call factory for pricing.

**IX PMS COLOR MATCHING**

**Color Match \$30.00 per color.**

Perfect Line makes every attempt to match requested custom or PMS colors, but cannot guarantee a 100% exact match to a submitted color sample, a referenced PMS color, or a previous order.

The Pantone Matching System (PMS) has become a standard for color reference, but was developed for standard PMS printing ink on white paper, and may only be used as a loose reference for specifying imprint colors for perfect products.

Imprints are applied using pad or screen inks. These inks are hand mixed as close as possible to the requested color, but may vary 1 to 2 shades. For these reasons, an exact PMS color match cannot be guaranteed. Additionally, note that PMS color will be automatically referenced from "coated" stock colors (not "uncoated").

**X SCREEN AND LASER PRINTING**

- SET UP CHARGE: \$50.00 (G) PER COLOR/LOCATION.**
- REPEAT SET UP CHARGE: \$25.00 (G) PER COLOR/LOCATION.**
- ADDITIONAL IMPRINT COLORS:**

Run charges are listed per item throughout the catalog. Exact count is available for one color imprints only. Up to 5% overruns will be shipped for imprints with 2 or more colors.

- RECREATING ARTWORK: \$30.00 (G) per hour.**
- COPY CHANGES: \$5 0.00 (G) per color, per location.**
- CHANGE OF IMPRINT COLOR (screen wash charge): \$30.00 (G) per color.**

- FAX/EMAIL PROOFS: \$12.00 (G) each**
- PRE-PRODUCTION PROOFS: First column pricing plus appropriate set up charge.**

**9. HALFTONE SCREENS**

Items available with halftone screens are listed throughout the catalog, maximum resolution is 60 LPI. Colored bottles are not recommended (white or granite only). At this resolution, dots are visible and may appear coarse and grainy. Halftone screens must be submitted on disk.



Halftone Screens

**XI HOT STAMP/DEBOSS IMPRINT**

Metallic gold or silver imprint is available with a hot stamp foil imprint. Items available with hot stamp or debossing are listed throughout the catalog. Close registration and fine details are not available. Standard imprint method is silk screen. Add 7 days to production.

- HOT STAMP DIE CHARGE: \$100.00 (G)**  
Max 4" x 4" die. One color, silver or gold only.
- DEBOSS DIE CHARGE: \$100.00 (G), max 4" W x 4" H die.**
- REPEAT SET-UP CHARGE: \$25.00 (G).**
- COPY CHANGES: \$100.00 (G)**  
Catalog minimum apply per each copy change.
- COLOR MATCHING not available**

**XII SOFT VINYL MATERIAL COLORS**

ACTUAL VINYL MATERIAL COLORS MAY VARY SLIGHTLY FROM COLORS SHOWN BELOW.

Please note vinyl colors are close to the following PMS numbers. Standard vinyl is .012 mil thick. Clear vinyl ranges between .08 and .09 mil thick.

186 Red	165 Orange	108 Yellow	348 Kelly Green	343 Forest Green	476 Brown
423 Gray	Black	White	2925 Sky Blue	7469 Pacific Blue	281 Royal Blue
289 Navy	2617 Purple	Clear	209 Burgundy	323 Teal	877 Silver

Burgundy, Teal and Silver (above) are available in Suedene textured vinyl



Red, Orange, Green, Blue, Purple available in translucent .010 vinyl. add 25% to standard vinyl price listed throughout catalog

**XIII BOTTLE CAP COLORS**

